

HR <small>WSD Personnel</small>	LEAVE REQUEST	Attendance Unit	Time and Attendance Processor's Name	Posted <input type="checkbox"/>
Employee, DO NOT complete shaded areas. Use a separate form for each type of leave requested.				
Employee's Last Name		First Name	Employee ID	Division, Section, or Unit
Leave Beginning		Leave Ending		Total Hours Requested
Hour <input type="checkbox"/> AM <input type="checkbox"/> PM	Month Day Year	Hour <input type="checkbox"/> AM <input type="checkbox"/> PM	Month Day Year	Total Hours
Type of Leave				
<input type="checkbox"/> Vacation ¹	<input type="checkbox"/> Shared Leave Taken	<input type="checkbox"/> Military		Minutes
<input type="checkbox"/> Sick ¹	<input type="checkbox"/> Compensatory Time	<input type="checkbox"/> Bereavement		Tenth
<input type="checkbox"/> Personal Holiday ¹	<input type="checkbox"/> Job Related Injury/Illness	<input type="checkbox"/> Leave Without Pay*		Minutes
<input type="checkbox"/> Civil/Jury	<input type="checkbox"/> Exchange Time	*(If checked, Supervisor must complete the Leave Without Pay block.)		Tenths
			1-6	.1
			7-12	.2
			13-18	.3
			19-24	.4
			25-30	.5
			31-36	.6
			37-42	.7
			43-48	.8
			49-54	.9
			55-60	1.0 hour
<input type="checkbox"/> Other (Specify)			Reason For Leave (If necessary)	
If Agency is using the new HRMS, enter BOTH the code and the leave type (see below) in these fields. →			Leave Code	Leave Type
<input type="checkbox"/> Leave Not Approved (Provide Explanation in Comments Section Below)			*Leave Without Pay	
			<input type="checkbox"/> Authorized Absence <input type="checkbox"/> Unauthorized Absence	
Comments:				
Date of Request	Employee's Signature		Date Approved	Supervisor's OR Other Approving Authority's Signature

¹Compensation for leave cannot exceed the total amount of leave accumulated. Should leave be approved in excess of the total accumulated, it will not be compensated.

The Public Records Act, RCW 42.17.250, et. seq. requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.

DOP Form (Rev. 05/24/05)

These are the new Leave Codes and Leave Types used in the new Human Resource Management System (HRMS).

Enter them in the appropriate boxes above if your agency is using HRMS.

Code	Leave Type	Code	Leave Type	Code	Leave Type
9001	Administrative Paid	9033	LWOP - Other	9049	Sick - FMLA
9002	Administrative Unpaid	9039	LWOP - Public Service	9053	Sick - Child Illness
9010	Assault - On Time Loss	9040	LWOP - Reasonable Accommodation	9051	Sick - Contagious/Jeopardize
9011	AWOL - Unauthorized Absence	9041	LWOP - Reduction in Force	9057	Sick - Inclement Weather
	Bereavement	9034	LWOP - Unauthorized	9058	Sick - New/Adopt/Foster
9013	Blood/Organ Donations	9035	LWOP - Unforeseen Family	9062	Sick - On Time Loss
9014	CBU Meetings (Reps)	9036	LWOP - Union Negotiations	9075	Sick - Preventative Care Relative/Hshold
9069	Compensation Time	9043	Military	9060	Sick - Preventative Care Self
9016	Comp. Time - Inclement Weather	9045	Miscellaneous - Other Civil Duty	9054	Sick - Relative/Household Member III
9017	Comp. Time - Unforeseen Family	9018	Miscellaneous - EAS	9056	Sick - Self Illness or Injury
9076	Disability - Temporary Status - WSP	9022	Miscellaneous - Interview	9061	Sick - Unforeseen Family
9064	Disciplinary Absence	9023	Miscellaneous - Jury Duty	9065	Suspension With Pay
9019	Exchange Time	9063	Miscellaneous - State Exam	9066	Suspension Without Pay
9070	Holiday Credits (WSP/Marine)	9044	Natural Disaster	9076	Temporary Disability - WSP
9021	Inclement Weather	9047	Personal Holiday Shift	9024	Time Loss - Injury
9028	LWOP - Authorized	9073	Personal Holiday Shift - On Time Loss	9003	Vacation
9037	LWOP - Education	9074	Personal Holiday - Shift - FMLA	9006	Vacation - In Lieu of Sick
9038	LWOP - FMLA	9077	Settlement Taken - WSP	9007	Vacation - Inclement Weather
9030	LWOP - Inclement Weather	9000	Shared Taken	9008	Vacation - On Time Loss
9031	LWOP - Military	9078	Shared - Military	9009	Vacation - Unforeseen Family
9032	LWOP - New/Adopt/Foster	9048	Sick	9067	Vacation - Assault
9025	LWOP - On Time Loss	9050	Sick - Condolence/Bereavement	9004	Vacation - FMLA